

Job details

Job 1 of 1

Bulletin Number	10940BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SENIOR CLERICAL SERIES
Exam Number	R1140E
Filing Type	Open Continuous
Filing Start Date	12/03/2012
Salary Type	Monthly
Salary Minimum	2548.09
Salary Maximum	3420.09
Position/Program Information	<p><u>Senior Clerk:</u> Performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.</p>

Senior Typist-Clerk:

Does skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.

Essential Job Functions	<p><u>General Clerical Duties:</u> Answers questions that require such things as searching for and abstracting technical data and detailed explanation of laws policies, or procedures, checks non-routine applications, collects variable fees, etc., and refers only unusual inquiries to his immediate superior.</p> <p>Checks legal documents such as writs, petitions, warrants, maps, purchase orders, claims and bonds for form, validity, and compliance with legal requirements in cases requiring the application of highly specialized knowledge and the resolution of debatable points, and where a mistake in judgment may entail serious consequences.</p> <p>Makes statistical computations and analyses, estimates of tax values, fees, etc., where specialized knowledge of laws, policies, and procedures are involved to an unusual degree, as in recording of documents, property assessment, and tax collections.</p> <p>Reviews, records, and maintains time records for employees in a given organizational segment of a County department by using the Countywide Timekeeping and Payroll Personnel System (CWTAPPS) and eHR Timekeeping and Payroll Personnel System.</p> <p>Provides interpretations, to supervisory/management staff and employees, of County codes, policies and MOU provisions related to payroll where a specialized knowledge of payroll timekeeping practices and application is essential; the more complex interpretations are made by higher level payroll staff.</p> <p>Advises employees on problems within his jurisdiction and, on his own initiative, makes such decisions as are permissible.</p> <p>Reviews for accuracy and conformity to established procedures the work of others performing preliminary operations in the course of the flow of work.</p> <p>Makes final check of permits, authorizations, etc., without higher level review.</p>
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Prepares correspondence requiring the application of highly specialized knowledge and discrimination in the selection of data or interpretation of data or interpretation of laws, rules or policies.

Supervises a small section or unit engaged in related work where responsibility for supervision is subordinate to the performance of the highly specialized clerical work, as needed.

Additional duties specific to typing positions:

Types and processes court orders, minutes, petitions, and other legal documents requiring the analysis of complex source material and a thorough familiarity with the various legal codes in order to obtain the necessary data.

Routinely accesses such office equipment as video display terminals, word processors, or personal computers to input data, perform computations, or produce documents not requiring the formatting or programming of such equipment.

Requirements

SELECTION REQUIREMENTS: Three years office clerical experience, one year of which must have been in a specialized clerical capacity*.

ADDITIONAL TYPEWRITING SKILL REQUIREMENTS FOR TYPING POSITION:
Senior Typist-Clerk: Ability to type at a rate of 40 net words per minute.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*Specialized clerical capacity means experience performing specialized clerical duties in a defined subject matter area with continuing responsibility for projects, questions, or problems that arise within an area of a program or functional specialty. This requires knowledge of rules, regulations, and other guidelines relating to completing assignments in the program area assigned. Such experience is gained at the level of Los Angeles County's class of Intermediate Clerk or Intermediate Typist Clerk.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY LEAD TO DISQUALIFICATION OR RESCISSION OF APPOINTMENT.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

Examination Content

This examination will consist of TWO (2) parts:

Part 1: A written test weighted 100% that consists of both computerized and paper-and-pencil components.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, data analysis and decision-making, office practices and procedures, customer service and supervision.

Section 2: A computerized Work Styles Assessment (WSA), covering Potential for Success, Dependability, Customer Service, Conscientiousness, Commitment, and Customer Focus.

Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the telephone.

Part 2: A qualifying typing performance test.

A typing performance test will be administered to candidates who successfully pass the written portion of this examination and wish to be placed on the Senior Typist-Clerk register. Candidates will be allowed ONLY ONE (1) attempt to pass the typing performance test within 12 months from the date of their written test. Candidates' resulting typing scores will be applied to the appropriate lists and placed on the corresponding registers.

The following candidates are NOT required to take the County typing test:

Those candidates who currently hold or have held a typing position with the requisite words per minute in the service of the County of Los Angeles;

OR

Those candidates who have taken and passed a Los Angeles County typing performance test at the required words per minute administered by a County Department. Passing scores on record with the Department of Human Resources will be transferred automatically. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate to their application at the time of filing. Only certificates issued by a Los Angeles County Department or Department of Human Resources will be accepted.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of on-line application, your score will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least a year.

TRANSFER OF SCORES:

Applicants that have taken any identical written test part(s) for the following exams within the last twelve (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination upon acceptance of their ON-LINE application:

- Clerical Series - Exam No. 221
- Forensic Attendant - Exam No. 237
- Head Clerk - Exam No. 181
- Intermediate Supervising Clerk - Exam No. 157
- Procurement Aid - Exam No. R2343G
- Procurement Assistant I - Exam No. R2344E
- Procurement Assistant II - Exam No. R2346F
- Secretary I - Exam No. R2094E
- Secretary II - Exam No. R2095F
- Secretary III - Exam No. R2096E
- Secretary IV - Exam No. R2097E
- Secretary V - Exam No. R2098E
- Senior Clerical Series - Exam No. 123
- Senior Secretary I - Exam No. R2100B
- Senior Secretary II - Exam No. R2101F
- Senior Secretary III - Exam Ni. R2102K

- Supervising Clerical Series - Exam No. 116
- Warehouse Worker I - Exam No. 145

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

ALL NOTIFICATIONS WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

Applicants must meet the Selection Requirements and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

Special Information

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:<http://hr.lacounty.gov>. Please click on "Job Info Center".

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies throughout the County of Los Angeles.

Eligibility Information

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.

Application and Filing Information

Applicants are required to submit a standard Los Angeles County Employment Application ONLINE only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the SELECTION REQUIREMENTS . Please fill out the application completely and correctly so that you will receive full credit for related education and/or experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held give the name and address of your employer, your job title,

beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

ALL APPLICANTS MUST COMPLETE AND SUBMIT THEIR APPLICATIONS ONLINE (via electronic submission) BY 5:00 PM (PST) on the last day of filing. APPLICANTS WHO SUBMITTED THEIR APPLICATIONS AFTER THE FILING PERIOD WILL BE REJECTED AND WILL NOT BE ABLE TO COMPETE IN THE EXAMINATION PROCESS.

TO APPLY ONLINE, CLICK THE LINK THAT READS " APPLY TO JOB " ONLINE SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION ON-LINE.

APPLICANTS MAY UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (i.e. official transcripts, diploma, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING OR ANY TIME DURING THE EXAMINATION PROCESS.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

County of Los Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Clerical
Job Type	Administrative Support